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ANNUAL REPORT

Department of Special Collections

1 July 1963 - 30 June 1964

Appendix I: Columbiana Report

Appendix II: Russian Archive Report

Appendix III: Boulton Collection Report

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Special Collections Year 1963-64

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July			1. Bks.: 1,057 2. Mss.: 3,394		4,451	0
August			1. Bks.: 729 2. Mss.: 4,587		5,316	0
September			1. Bks.: 409 2. Mss.: 2,965		3,374	0
October			1. Bks: 968 2. Mss. 2,504		3,472	0
November			1. Bks.: 897 2. Mss.: 3,183		4,080	5
December			1. Bks.: 1,153 2. Mss.: 1,532		2,685	0
January			1. Bks.: 913 2. Mss.: 969		1,882	0
February			1. Bks.: 745 2. Mss.:1,441		2,186	4
March			1. Bks.: 951 2. Mss.:1,246		2,197	1
April			1. Bks.: 984 2. Mss.:2,188		3,172	0
May			1. Bks: 691 2. Mss.:1,114		1,805.	2
June			1. Bks: 567 2. Mss: 1,499		2,066	1
TOTAL (Final)			1. Bks.10,064 2. Mss.26,622		36,686	13

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COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1963/64

artment: Special Collections Reported by: Alice H. Bonnell Date: June 30, 1964

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS	214,224	2,449	41	216,632
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXXX
College Catalogs				
Maps and charts in cases	780 ca.			780 ca.
Music scores				
Newspapers				
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				
(Book dealers and Auction House) "Accessible," but uncataloged (types normally cataloged, not listed above)	11,300 ca 61,570 ca.	500 ca. 781	 644	11,800 ca. 61,707 ca.
Deposit material	2,860 v. ca.	14		2,874 v. ca.

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
MANUSCRIPTS				
Reports for bachelor's degrees	384 v.			384 v.
Master's essays	3,975 v.	80 v.		4,055 v.
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music	6 boxes 37 v.			
Books, letters, diaries, etc.	4,792 v.	12		4,804
Other (please specify)				
Ms. collec.	404	18		422
Cuneiform Tablets	500 ca.			500 ca.
MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm	535 reels	35 reels		570 reels
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films	5 reels			5 reels
Phonograph records	356 ca.			356 ca
Slides				
Tape recordings (spool, reel)	165 reels ca.	160		325 reels ca.
Other (please specify)				
5. OTHER MATERIALS				
Broadsides	2000 ca.			2000 ca.
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1169 ca.	25		1194
Memoirs (Oral History)	723 v.	68 v.		791 v.
Memorabilia				
Newspaper Clipping File				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	5 file drawers			5 file drawers
Tests				
Other (please specify)				
Papyrus	717			717
Epigraphy	159			159
Ostraca	500 ca.			500 ca.

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PART II: GENERAL SURVEY OF THE YEAR

A. Development and Maintenance of the Collections

A-1: Purchases

For some time past it has been our practice to list in the "Notable Purchases" section of Columbia Library Columns the more significant items acquired by the use of budgeted funds. This eliminates the need for great detail here. Some mention should be made, however, of at least a few of the acquisitions.

The most ancient item is a Mesopotamian cylinder seal of the Akkad period (ca. 2370-2230 B.C.), acquired by means of a special gift to the Friends' Book Fund. This seal is discussed at length by Professor Porada in the February issue of Library Columns. Three early book manuscripts were acquired -- a work on the Books of the Bible, 1493; Virgil's Georgics and Aeneid, 15th century; and a manual of astrology in English, 1560. More than fifty later manuscripts (letters, book manuscripts, and documents) were purchased on various special funds.

Of particular note are 13 fifteenth-century printed books, all purchased on gift or endowed accounts with the exception of five Savonarola polemical pamphlets acquired with funds presented for the purpose. The key incunabulum is the 1474 Speculum Historiale by Vincent of Beauvais, bought on the Friends' Book account as a memorial to the late Helene Gilbert Baer. A note on this important acquisition may be found in the May issue of Library Columns.

Finally, four English books of the Pollard and Redgrave period were purchased, of which the first editions of Chapman's Homer (1611 Iliad and 1615 Odyssey) are prideful additions to the Lodge Collection.

In all, $28,153.15 of budgeted funds were expended for Special Collections materials -- books, manuscripts, collections, and assorted services such as appraisals and photocopy (see Table I). With these funds, 279 printed books, 56

individual manuscripts, and 7 collections were acquired. This does not, of course, include substantial numbers of works purchased on general funds that, after their arrival, have been designated for Special Collections.

Table I: Purchases 1963-64

Fund	Books	Mss.	Collections	Appraisals	Misc.	Total
General 293	31 $ 1,388.85	3 $ 295.00	1 $ 85.00	1 $ 125.00		$ 1,893.85
Bancroft 400 4-	123 2,875.90	46 3,002.00	5 911.00	11 1,550.00	3 (photo copy etc.) 175.00	8,513.90
Epstean 429	1 400.00					400.00
Smith 482	26 3,710.50	4 819.50				4,530.00
Ulmann 484	10 678.00					678.00
Lodge 497	73 7,125.00	1 300.00				7,425.00
Halsband 532						
Friends 533	4 2,600.00	2 600.00				3,200.00
Coykendall 558			1 250.00			250.00
Lamont 576						
Thorndike 588	8 1,210.00					1,210.00
Non-Spec Coll 115 351 etc.	3 52.40					52.40
TOTALS	279 $ 20,040.65	56 $ 5,016.50	7 $ 1,246.00	12 $ 1,675.00	3 $ 175.00	$ 28,153.15

A-2: Gifts.

For the third successive year, gifts of materials destined for Special Collections (including Columbiana) have passed the mark of $100,000 in appraisal or estimated value. This year the Totals were 77 individual donors presenting books and manuscripts valued at $125,989.50, bringing the cumulative total for the past five years to well over the half-million mark.

Each of the past year's gifts has been -- or will be -- discussed at suitable length in "Our Growing Collections" in Columbia Library Columns, but a few should be further specified here:

The Alfred C. Berol gift of 61 letters and documents relating to American Revolutionary figures, and including the famous "manumission letter" of Henry Laurens to his son, John, 14 August 1776.

The John Maurice Clark Papers, presented by Mrs. Clark, comprising books, manuscripts, notes, and correspondence.

Dr. E. I. Fjeld's gift of the Frederick Barry Collection -- notes, manuscripts, and books.

Mr. David Grozier's gift of tapes, index, and guide to the tapes of speeches, announcements and reports from Hungary during the rebellion of 1956.

The V. K. Wellington Koo Papers on politics and international relations, including Dr. Koo's personal diaries.

The Mexican Communist Party archive, comprising some 6,000 documents, memoranda, etc., seized by the Mexican government in 1959, and presented in xerox copies to Columbia University by the 20th Century Fund.

The Guglielmo Ferrero correspondence, 1893-1911, presented by his daughter, Mrs. Bogdan Raditsa.

The Leah Salisbury Papers, presented by Mrs. Salisbury. The papers, from the files of a prominent New York literary agency, include manuscripts and correspondence by important literary figures.

Additions to the Van Doren Papers, including letters and manuscripts of Robert Frost, Ezra Pound, and others.

Table II: Gifts to Special Collections, 1939-1964

	Donors	Value	Av. individual gift
1939-1949 (10 yrs.)	164	$ 195,686.00	$1,193.00
1949-1959 (10 yrs.)	493	362,684.32	736.00
1959-1964 (5 yrs.)	354	584,231.15	1,650.00
25 yr. totals	1,011	$1,142,601.47	$1,130.00
	Annual Figures, past 5 years		
1959-60	64	$ 97,533.35	$1,524.00
1960-1	59	77,704.90	1,317.00
1961-2	77	168,507.90	2,188.00
1962-3	76	114,495.50	1,507.00
1963-4	78	125,989.50	1,615.00
	354	$584,231.15	$1,650.00

It is worth noting, in weighing the importance of the materials that have been received this year by gift, that well above 90% ($115,027) of the total money value is represented by manuscripts, usually of the sort that Columbia otherwise would have neither the opportunity nor the resources to acquire. Less than 5% ($4,304.50) is represented by printed materials, the balance being memorabilia (Columbiana) and non-literary items ($6,658).

Our accessions by gift, then, constitute the primary factor in Columbia's increasing reputation as a manuscripts repository -- and they have, in fact, over the past decade brought us to a status that we would have been quite unable to achieve if we had had to rely on budgetary resources alone.

A-3: Status of the Collections.

The total recorded holdings in printed materials now stands at 216,632 volumes, an increase of 2,408 over last year. Since purchases account for hardly more than 10% of that number, it is apparent that most of our new books come by gift or by transfer from other divisions of the Libraries.

The total number of book manuscripts now stands at 4,804, an increase of 12 over last year. Manuscript collections number 422, an increase of 18 over the revised count for last year. (In addition, 10 manuscript collections remain in Columbiana -- faculty reports, etc.) Moreover, 129 individual letters and documents were added from various sources; these have been interfiled into various relevant collections.

Binding and repair. Miss Bonnell reports: "The problem of re-binding books and the repair of leather bindings is a perennial one, with the work needed to be done always in excess of funds and staff time which can be allotted [to the work]. However, 1963/4 has seen a substantial increase in the number of volumes sent to commercial binders (703 as against 549). Of the 703, 80 volumes were Masters' Essays.... 84 leather bindings were oiled and polished by the Department staff. This is an infinitesimal part of what should be done."

Not included in the above totals are 521 volumes of Carnegie Endowment Papers which were rebound at the request and expense of the Endowment. The work was completed on June 18.

B. Bibliographical Controls

B-1: Printed Books.

Miss Bonnell reports as follows in this connection: "Cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. Cataloged this year were 2,312 volumes, a decrease of 606 over the preceding year. This decrease in the number of volumes cataloged has become progressive over the last few years, indicating that less and less Cataloging Department time is being allotted to Special Collections. Of the 2,312 volumes mentioned as this year's accomplishment, 1,668 were new acquisitions. Cataloging has been at a virtual standstill in the Seligman (except for periodicals), Smith, Book Arts, and Lodge collections, in the face of a growing back-log as new purchases are added. The transfer of the books in the Science Collection to "B" has also been in abeyance [although the books are shelved in Special Collections], continuing the problems of servicing materials for which we have inadequate records." It should be noted for the record that we now have a back-log of more than 61,000 uncataloged books, or books in the process of being transferred from other departments.

B-2: Manuscripts.

For a number of years we have reported modest progress in the cataloging of manuscript collections, always with the mention of certain large files that were "in process", but for which no figures were given because the work had not reached a point where this would be possible. This year, however, has seen the completion of a number of large projects, and consequently our report records a rather staggering total of manuscripts cataloged.

Nearly 300,000 letters and documents in 28 collections have been added to our "processed" resources this year. Included are: Carnegie Endowment files (125,286 pieces -- there are another 250,000 in the bound series, already cataloged); Spanish Refugee Papers (86,000 pieces); Citizens Union Papers (47,100 pieces);

Harlan Stone Papers (15,000 pieces); Gay-Otis Family Papers (10,650 pieces), Political Science Quarterly Papers (5,200 pieces); Civic Legislative League (3,000 pieces); Medical Library Deposit (1,335 pieces -- full cataloging); and a number of small collections.

In addition, work is in progress for several additional large collections: the Charlemagne Tower Papers; the Butler Papers;, D. E. Smith professional and historical correspondence; the Otto Rank Papers; the Vanderlip Papers. A number of collections -- some new, some old -- have not yet been touched: Institute of Pacific Relations; Chandler Papers; Henry Parker Willis papers on the Federal Reserve; the Gildersleeve Papers; the Leah Salisbury Papers; etc.

It is only fair to say that in many of the above instances "processing" merely means surveying the collections for important items, establishing a reasonable organization of the file, dividing it into manageable units in folders and boxes, and compiling a list or résumé. For some collections this is all we contemplate; for others (e.g., the Butler Papers) we may later undertake more detailed cataloging. Our principal objective now is to establish at least a workable system of controls for the vast collection of "papers" which we must administer and service to readers.

C. Reference and Circulation Service

C-1: Use of the Collections.

Last year we noted that, beginning with 1961-2, there had been a marked increase in the number of manuscript pieces used by readers. The level was maintained in 1962-3, but when this was reported we were met with the comment that perhaps the high level of use could be accounted for, at least in part, by the use of more precise recording methods. We had no reply for that comment, because it is a fact that as cataloging has progressed we are able to record use figures with much greater accuracy. But this year we are better prepared, for no change has been made in our recording procedures, while manuscript use has skyrocketed.

Table III: Use of Special Collections Materials

	Reader Visits	Books Used	Mss. Used	Total Use
1959-60	6,370	10,488	3,825	14,313
1960-1	5,876	9,629	5,108	14,737
1961-2	5,169	10,114	13,211	23,825
1962-3	6,289	9,614	11,927	21,541
1963-4	6,044	10,064	26,622	36,686

A substantial portion of the year's manuscript use occurred during the three summer months. Even so, for the remaining nine months such use was more than 50% higher than the average monthly use of the preceding year.

The impact of this increased use is best revealed by a study of the following report by Mr. Lohf, Readers Services Librarian:

"It is with mixed emotions that we report on reference and circulation service this year. Although the number of readers' visits varied but slightly from past records, and the use of books showed only a slight gain over the preceding year (and has, in fact, remained fairly stable during the past five-year period)

manuscript use, on the other hand, has increased sharply, and this past year has recorded a dramatic one hundred and twenty percent increase over 1962/63. The statistics on manuscript and book use for the past five years are given in Table III, above.

"Since book use has remained relatively constant near the ten thousand level, this category offers no pressing problems in servicing except with uncataloged materials. Our book cataloging arrearages continue to mount yearly (as covered elsewhere in this report), and the number of cataloging department hours devoted to Special Collections books continue to decrease. Uncataloged materials, whether books or manuscripts, represent a serious deterrent to research. It is hoped that, in the near future, we might have at least one full-time cataloger responsible for Special Collections books. This would surely be a minimum requirement for a division whose book stock now approaches a quarter of a million volumes and whose arrearages now number over 60,000 volumes.

"It is, however, in the area of manuscript use that our facilities and staff are seriously taxed. Because of their unique format and value, manuscripts cannot be serviced with the same routines as books. The processes of handling and servicing them are largely the responsibility of the professional librarians on the staff.

"Manuscript cataloging is necessarily less complete, there is virtually no approach by subject, and much manuscript material is unprocessed and will remain so (current estimates credit the department with housing a million pieces of manuscript but we incline to the belief that the true total is far in excess of that figure); consequently, the work of manuscript users requires far more reference assistance than that relating to book use, and this service has proved to be a demanding one for the Readers Service and Reference Librarians and the Reading Room staff, especially during the peak periods of use during the year (July-August, November-December, and March-April).

"Use of manuscripts requires far more security surveillance because of a manuscript's unique qualities, and a Reading Room filled concurrently with book and manuscript users makes this an exceedingly complicated task. Further, the shelving arrangements necessitated by our present quarters places most of the manuscript collections two floors above the Reading Room on stack 14, and the matter of house-keeping (i.e., shelving, carrying, filing, etc.) becomes more time-consuming and burdensome as manuscript use increases. In fact, at times of peak use, it is nearly impossible to keep abreast of readers' requests, reference questions, and these matters of house-keeping. It is only because of the devotion and skill of present staff members that we are able to maintain what we believe to be a high level of service.

"The inescapable evaluations of these remarks point to the need for improved and enlarged facilities particularly in the area of manuscript processing and servicing. This may require a separate reading room, but most certainly a separate reading area and reference staff in any future facilities which are being planned for Special Collections.

"Manuscript materials are costly to maintain and service in terms of the time and skill of the librarians in charge of such activity, and demands for the use of manuscripts by scholars (as well as for the acquisition of additional collections) will most certainly increase as the rate of research continues to mount at this university and other institutions in this country and abroad from which many of our readers come to take advantage of our unique holdings. But if Columbia University is to maintain its standing as an important archive of historical and literary materials, a heightened attention to its problems and a sympathetic planning for its growth must be an important part of the Libraries' development."

D. Operations & Administration

D-1: Exhibitions.

There were six major exhibitions on display in the third-floor exhibit area in Butler during the year. Two of these were important but of limited duration -- "George Santayana, 1863-1952", celebrating the centennial of his birth (Nov. 4-Dec. 17), and "A Visit from St. Nicholas", featuring books, prints, etc., largely drawn from the private collection of Mrs. Sherman Post Haight (Dec. 17-Jan. 15).

"Columbia's Finest Books and Manuscripts" (June 15-Oct. 28) was held on view for a longer than usual period in order that it could be seen and enjoyed by the visiting group of English librarians.

"The Blue and the Gray" (Jan. 15-March 31) was Columbia's contribution to the centenary commemoration of the Civil War.

"Shakespeare: 1564-1964" (April 1-May 27) celebrated the 400th anniversary of Shakespeare's birth.

"Seven Decades of Scholarly Publishing" (May 27___) was installed by members of the staff of the C. U. Press, to celebrate the 70th anniversary of the origin of the Press. It will remain on view during the summer session.

A special showing of about twenty items of very special interest ~~were~~ was put on display in the Columbiana Room (Low Library) on the occasion of the visit of the Grolier Club and its guests on May 17.

D-2: Staff.

The Department has been blessed by having a devoted and dedicated staff during a rather trying year, maintaining service to readers at an unprecedented pace while getting on with the work of organizing manuscript collections and other necessary duties with astonishing accomplishment. Miss Alice Bonnell took a six-months leave of absence (Nov. 1-Apr. 30), which concentrated much responsibility on the shoulders of Mr. Lohf and Mr. Crystal. Miss Carlson in Columbiana carried the full load there, with the help of increased page service. Miss Rada

Milentijevic served from December 18 to May 14, being first assigned to completing the Medical Manuscripts (1,335 items, full cataloging), then taking up the work of preliminary sorting of the Butler Papers, which she left uncompleted.

As the report year ends, we must express our deep regret at the retirement of Mr. Lev Magerovsky, Curator of the Russian Archive, from full-time service. Mr. Magerovsky has served for thirteen years -- since July 1, 1951 -- and understands better than anyone else on the Library staff the delicate machinery by which the Archive operates. We are fortunate to have had him, and to have been able to persuade him to serve as a part-time Curator (30 hours weekly) for the coming year.

III. SPECIAL PROBLEMS

There is little new in the way of "special problems" to be added to those physical ones which were particularized in our 1962-3 annual report -- all of which remain precisely in statu quo. No amelioration has been achieved of our crowded reading-room quarters, of our disadvantageous office facilities, of our problems with dust and ineffective "air conditioning" in the stack, of the ever-present danger of fire, or of our long out-dated "key security" against the hazards of theft.

All of these matters, of course, are scheduled for remedy when new quarters are provided for Special Collections -- but that, according to rumor, is fully two years in the future. When we stated the problems a year ago, we did so more for the record than to stimulate immediate action, because the expectancy then was that we would be well along toward the provision of our new quarters by this time. Since it now appears that our situation may not be changed for a considerable period, the undersigned proposes to put some of the most crucial needs (e.g., fluorescent lights in the stack work areas, and window air-conditioners for office rooms 801 and 803) onto action papers.

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Appended to this report are separate ones for Columbiana (Miss Alice H. Bonnell, Curator), the Russian Archive (Mr. Lev Magerovsky, Curator-Archivist), and the Boulton Collection (report prepared by Mr. Hugh O'Neill from data provided by Mrs. Barbara Korngold).

Respectfully submitted,

Roland Baughman
Head of Special Collections

RB:AQC

Appendix I

COLUMBIANA

Annual Report

1963--1964

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Columbiana Year 1963-1964

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July		11	255		266	0
August		46	2 09		252	0
September		23	141		164	0
October		28	155		183	0
November		19	149		168	0
December		12	104		116	0
January		15	56		71	0
February		27	142		169	0
March		2	301		303	0
April		1	119		120	0
May		20	216		236	0
June		44	272		316	0
TOTAL (Final)		260	2215		2475	0

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COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1963/4

artment: Colu,biana Reported by: A. H. Bonnell Date: 16 July '64

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS (cataloged)	13,088	40		13,128
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXX
College Catalogs				
Maps and charts in cases				
Music scores				
Newspapers	272 v.	3		275 v.
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	ca. 700	103	22	ca. 781
Duplicates	ca. 2,000	11		ca. 2,011

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
MANUSCRIPTS				
Reports for bachelor's degrees				
Master's essays				
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music	2 vert. file drawers			2 vert. file drawers
Books, letters, diaries, etc.	271			271
Other (please specify)				
Manuscript colls.	10			10
Original drawings	228			228
MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films		1		1
Phonograph records	50			50
Slides				
Tape recordings (spool, reel)				
Other (please specify)				
5. OTHER MATERIALS				
Broadsides	55			55
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	74			74
Memoirs (Oral History)				
Memorabilia	ca.3,000			ca. 3,000
Newspaper Clipping File	48 drawers 655 boxes			48 drawers 655 boxes
Pamphlets (uncat.) Faculty pubs.	ca. 7,650	25		ca. 7675
Photographs framed	143			143
Pictures, prints, drawings, etc.	5 drawers 25 boxes			5 drawers 25 boxes
Tests				
Other (please specify)				
Scrapbooks	68			68
Press releases	3 drawers			3 drawers
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COLUMBIANA
Annual Report
1963 - 1964

Part II

1. Development and Maintenance of the Collections

A. Printed Materials

Acquisitions

The collections have been increased this year by the addition of 103 new volumes and 11 additions to the duplicate collections. Included in these were 56 volumes from the Council on Research in the Social Sciences to be added to the series of projects sponsored by the Council, three volumes representing the Bancroft awards for 1964, to be added to the file, 1963 issues of the Columbian and the Mortarboard, and from Dean Jacques Barzun, 14 presentation copies of his writings.

Cataloging and Indexing

40 titles were catalogued this year from the backlog of previous acquisitions. Due to the absence of the Curator on leave from November through April, no further cataloging nor indexing was undertaken this year.

Newspaper clipping file

Material relating to Columbia is clipped daily from the New York Times and New York Herald Tribune, mounted and filed. Duplicate issues of Spectator and other student newspapers are also clipped. In addition the Alumni Federation Office forwards clippings from out-of-town newspapers, pictures, etc. relating to Columbia alumni which are also mounted and filed.

In the absence of the Curator 20 hours (10 hours extra) of page time were allotted to Columbiana, enabling this work to be brought up-to-date. It is a very time-consuming operation but one that is essential to reader

service in Columbiana, and the statistics reflect this in the increased use shown this year. Vertical file use (1962/63 - 173 folders) (1963/64 - 862 folders). Heretofore it has been necessary to use page time allotted to Columbiana for sorting and moving parts of the collection as well as for mounting and filing vertical file materials. In order that this work continue to be up-to-date, it is recommended that the 20 hours per week of page service be continued as Columbiana's allottment.

Total recorded holdings - Printed Materials - 6/30/64

Books and pamphlets - catalogued 13, 191

(other statistics in this area are as of 1962/63 Report)

B. Manuscripts

Acquisitions

Mrs. James W. Morrison of New London, Conn., presented two letters of President F. A. P. Barnard to William Dudley Foulke, 1869.

Processing

Chandler Papers - The sorting and boxing of the Charles F. Chandler Papers was completed and the collections moved to Special Collections. There are 207 boxes as well as 73 volumes of account books, inventories, etc. The collection is roughly sorted into subject groups and will need further processing before being of maximum service.

Nicholas Murray Butler Papers - In January 1964 the Butler papers were transferred to Special Collections for sorting and arranging in alphabetical sequence. The collection is still closed to reader use until completion of the Butler biography.

Total recorded holdings - Manuscripts - 6/30/64

Manuscript collections	10
Book manuscripts	271
Original drawings	228

~~C. Other materials~~

C. Other Materials

Among the acquisitions of non-book and manuscript materials were 20 prints (8 lithographs and 12 etchings) of Columbia buildings, the gift of Frank Calcott; two Peithologian Society medals, 1806 and 1807, the gift of Mr. Archibald D. Duffie; Dress worn by Mrs. D. D. Eisenhower for portrait presented to Columbia University, presented by General and Mrs. Eisenhower; and a number (10) photographs of Columbia interest.

The King's College Room became the repository of the miniature portrait of Alexander Hamilton presented by Edmund Astley Prentis, E.M. 1906. The portrait is by Charles Willson Peale and was painted in 1780. It has been mounted in a contemporary frame.

D. Binding

Again, because of the pressure of other departmental needs, and the absence of the Curator on a six months leave, only a few volumes (11) have been sent to the Binding Department for board portfolio protection. It is hoped that more may be accomplished in this area in 1964/65.

2. Bibliographic control

See 1962/63 report for statement in this area

3. Reference and Circulation

In 654 reader visits, 2215 items were used in the Reading Room and 227 items were sent for Intramural and Circulation loan. Although the number of readers has decreased this year (1962/63 - 753) (1963/64 - 654), the use of the collections has increased by 722 items, and this despite the fact that manuscript use was at a standstill. In some measure at least, this reflects the fact that the vertical file material has been kept up-to-date by means of increased page service.

In addition to requests for information received in the Reading Room,

Columbiana answers many telephone and mail requests. During 1963/64 about 105 reference letters were written.

Chief among the users of Columbiana materials are the Officers of Administration in Low, Deans of various Faculties and Schools, the News Office, Staff of Columbia College Today, College students, alumni and the United States Civil Service Commission. Non-Columbia users also included Howard Maxwell, University of Michigan, to see the alumni publications of the various schools and faculties; Ross Parmenter, critic New York Times for information on the Institute of Archaeology in Mexico; David Humphrey, Northwestern University, for materials relating to King's College for his doctoral dissertation; Dr. Henri Ellenberger, University of Montreal, for history and development of the Department of Psychology; Dorothy Thomas, Cornell University, to use transcript of the Trustees' Minutes 1868-69; Dr. John Anton, State University at Buffalo, to use University Bibliography 1919-1957 and other materials relating to John H. Randall; and others.

Intramural loans (211) were made chiefly to the Officers of Administration in Low Library. Although the main Columbiana materials are not available for loan, certain pictures, reports, etc. which are held in duplicate, are circulated to individuals, business organizations or libraries outside Columbia. 13 items were so loaned in 1963/64.

4. Library Operations and Administration

A. King's College Room

The King's College Room has been open to view this year during Columbiana's official hours of opening 1 - 5 P.M., Monday through Friday, and, unless staff absence prevents, from 9 - 12 A.M. also. On a number of social occasions, the Room and Columbiana were open after library hours as an informal gathering place for guests. The

flow of visitors continues daily as formal tours increase in number and casual visitors constantly wander in. The Room continues to please all who see it, either for the first time, or on recurring attendance at social functions.

B. Exhibitions

Two major exhibitions were planned and installed in Columbiana during the year - the first, in celebration of the 200th anniversary of the birth of James Kent, Professor of Law in Columbia College and Chancellor of the State of New York; the second, to mark the 200th anniversary of the election of Myles Cooper as second President of King's College (1763) and his first Commencement as President (1764). Between these two exhibitions, an exhibit of materials relating to William Shakespeare and his plays was installed by Professor Henry Wells for ceremonies to mark the 400th anniversary of the playwright's birth. A special exhibition of some of Columbia's choicest books and manuscripts was installed for the visit of the Grolier Club on May 17th.

C. Staff

Columbiana has been very fortunate to retain the services of Miss Carolle Carlson as Desk Assistant in Columbiana Reading Room. During the absence of the Curator, on leave November through April, Miss Carlson carried on the essential service activities of the Library in a very capable manner, with the aid of her part-time page.

Part III

Problems

Several problems still remain to be solved about the storage of certain properties assigned to Columbiana for care.

A. Oil Paintings

As was indicated in the Columbiana Annual Report for 1962/63, proper storage space for such of the University's oil paintings as are not in use, is recommended. The space needed would be at a minimum of six by eight feet of floor space, and eight to ten feet high. Hopefully also some

arrangement could be provided so that the paintings would stand without leaning on each other. No window is required, but some sort of air cooling is desirable for the preservation of the paintings. The area should, of course, be locked with possibly other security measures. The possibility exists that increasingly as offices on the campus are modernized, more and more of these heavily framed portraits will be designated for storage. Twenty-one large and two small oil paintings are currently stored in Columbiana under rather adverse conditions, some of them occupying space badly needed for shelving books.

B. Rugs

Oriental rugs used at University functions were, for the most part, formerly stored on the West Gallery of Low Library. When the galleries were finally cleared of all materials in the late fall of 1963, these rugs were transferred to the balcony of room 210 (Columbiana). This is undesirable storage space for these rugs both from the point of view of the care of the rugs and from the point of view of the library, in that they are exposed to constant light, heat and dirt, and interfere seriously with the use of the books cabinets on part of the balcony. Closet space with shelves to accommodate the smaller rugs would protect them from light and heat and, to some extent, from dirt. Space needed would be about six by four feet floor space and six feet high.

If these two recommendations can be effected, they will go a long way toward making the final ordering of Columbiana materials possible and putting it into shape as an efficient working library as well as one of the show places of the University.

Respectfully submitted,

Alice H. Bonnell

Alice H. Bonnell
Curator, Columbiana

Appendix II

RUSSIAN ARCHIVE

Annual Report

1963-1964

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Russian Archive Year 1963-64

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July						
August			114		114	
September			89		89	
October			90		90	
November			100		100	
December			104		104	
January			166		166	
February			112		112	
March			121		121	
April			83		83	
May			90		90.	
June			89		89	
TOTAL (Final)			1,158		1,158	

C5(962)5C

Columbia University Libraries
Archive of Russian and East European History and Culture
ANNUAL REPORT: July 1, 1963-June 30, 1964.

General.

The Archive is well known to the entire East European emigration as the central depository of historical materials. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners or custodians of accepted materials, and that the Archive never pursues any political goals, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purpose.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researchist - historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 25 colls.

Manuscripts (mostly memoirs) - 78 mss.

Epistolary collections - 8.

Special collections of various materials - 22.
Of these materials, 74 per cent were acquired on a gift status and 26 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every of the materials acquired was the result of an extensive rearch and lengthy correspondence.

Résumés.

Each acquisition was based on a résumé (summary) concerning its nature and value. The number of these résumés totalled about 120 for this year.

Subject and Person Card Index.

As soom as the acquired materials were read, cards were made out for them to constitute a Subject and Person (Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E. Mosely, there were im the current year 48 Columbia University students' visits. They used the materials pertaining to the life and activities of Stepniak-Kravchinskii; the organization of imperial courts in the Caucasus region in 1900-1917; the Russiam army officer corps in the 19th century and its relationship to state and government;

the events preceding the February Revolution 1917; Poland and Russia and their relations with the United States in 20 th century; Hungarian Social Democratic prisomers of war in Russia in 1916-1919; the life and activities of Paul Akselrod; V.Lenin (Ulianov) and Nechaev; F.I. Rodichev, zemstvo and the Kadet party; the administrative apparatus of the Russian Empire in 1900 - 1917; Semenivskii R. of the Imperial Guard; the Political thought of Nikolai Bukharin; the philosophy and work of the Evgenii Zamiatin; the Russian literature in Poland.The life and works of Boris Zaitsev; the social changes in the Russian Communist Party in the 1920's;the USSR Academy of Sciences in 1927-1932.

Non-Columbia University scholars paid 34 visits. They used the collections and materials pertaining to the following subjects; The Higher Education in the USSR after World War II; the stylistic analysis of Zamiatin's works; the life and works of Ivan Shmelev; Nestor Makhno and the Peasant Anarkhism in the Russian Civil War (1918-1919); the American Political Thought in Response to War, Revolution and Peace; 1914-1920; the life and activities of the late Prof. Evgen P. Arkhipenko; the Russian Orthodox Church during the World War II.

Prospects for the Coming Year.

Grounds have already been prepared for the acquisition of many new materials which will enter the Atchive within the coming year.

Lev F. Magerovsky.

Lev F. Magerovsky
Curator, Archive of Russian and East European History and Culture.

Appendix III

BOULTON COLLECTION

Annual Report

1963--1964

The Laura C. Boulton Collection
of Traditional and Liturgical Music
Annual Report
1963-1964

During the report year the University acquired title to the Laura C. Boulton Collection of Traditional and Liturgical Music. The collection is housed in Room 228-M, Butler Library, where it is in process of being catalogued and dubbed on new tapes. It consists of materials collected by Mrs. Boulton in a series of expeditions starting in 1929 and continuing to date, together with a large amount of material which she acquired through gifts, exchange and so forth.

A) On the first three expeditions, recordings were made on wax cylinders, of which 133 are still extant. This material has been catalogued, but the music has not yet been transferred to tape.

B) On the next ten expeditions, recordings were made either on aluminum or acetate disks. This material has been catalogued and the music transferred to tapes. Both archival and listening tapes have been prepared, 166 reels in this category.

C) Additional disks acquired by Mrs. Boulton have also been dubbed (both archival and listening tapes) and some of this material has been catalogued. There are about 150 reels in this category.

D) Materials recorded since 1947 are on tapes. There are about 625 reels in this category, which includes material recorded by Mrs. Boulton and material otherwise acquired. Some of this material has been catalogued, and some has been dubbed on new tapes. However, it is not yet prepared for scholarly use.

E) Since 1960, Mrs. Boulton has been concentrating on the study of Byzantine Liturgical music, of which there are 183 reels. 107 of these have been duplicated for listening purposes, and have been partially catalogued. 70 reels have been translated.

Now that we have more than 400 listening tapes available, consideration must be given to the physical arrangements necessary to enable interested students to

hear them. Use of Room 228-M for this purpose is not desirable for several reasons. First, it will be in heavy use for the foreseeable future as an office for Mrs. Boulton, and as workspace where cataloguing and dubbing will continue. Secondly, for reasons of security, the listening copies should be physically separated from the archival tapes, preferably in another building. Two locations for the installation of listening facilities and copies of the tapes have been suggested: the Music Department Library, and Barnard College Library. Since the former is preparing to move in the near future, it is recommended that the use of Barnard College Library be explored. The presence of extensive and modern facilities for audio-visual work, and the presence of a record library with facilities for listeners suggest that difficulties of installation would be minimal. For a start, the conversion of one record playback to a tapedeck, and the provision of one portable tape recorder for use in a "Loud Study" room by a small group, would probably suffice. With increasing use of the materials, experience would show how much provision should be made for the future. This will be important as plans are developed for the proposed Fine Arts Center.

CIRCULATION
ANNUAL ////// MONTHLY STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections

DATE: 1963/64

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		10,064		93
Unbound Periodical				
Vertical File				
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Manuscripts		26,622		
Sub-Total		36,686		93
Grand TOTAL				

R36(\$58)M

III. INTER & INTRA LIBRARY LOANS	
A. Interlib. loan service	9
B. Local inter. loan service	11
C. Intralib. loan service	1337
D. Photo. service	2873
E. Technical service	1340
TOTAL	5650

ATTENDANCE TOTAL door count	6044
ATTENDANCE Average spot check	
Hours open during month ////// year	2648
Receipts for rental reserves	

For notes and comments use additional sheet.

Statistics
1963/64

	1960/61	1961/62	1962/63	1963/64
Readers' Visits	5876	5169	6289	6044
Use on Premises	14737	23325	21541	36686
Printed materials . .	(9629)	(10114)	(9614)	(10064)
Manuscripts	(5108)	(13211)	(11927)	(26622)
Intramural Loan	3263	4891	3743	4210
Local Int. L. Loan . . .	41	37	28	11
Interlib. Loan	---	5	----	----
Circulation	---	---	6	3
To Cataloging Dept. . . .	(3118)	(983)	(1728)	(571)
To Binding Dept.				
(Local)	(1978)	(1303)	(1351)	(769)
(Outside)	(741)	(585)	(547)	(703)
Total use	18060	28258	25277	40910

(Figures in parenthesis not included in the totals)

Growth of the Collections

I - Printed Materials

New Acquisitions, catalogued 1668

"B"	1042
"B" (ms. catalogues)	87
COA (Masters' Essays)	80
Columbiana (Doctoral Diss.)	303
Dramatic Museum	13
Epstean	5
Johnson	2
Lodge	72
Macy	12
Papyrus and Epigraphy	2
Reference	43
"X"	6

Previous acquisitions, catalogued 644

"B" (from Belmont)	58
"B" (from Gildersleeve)	13
Benjamin, Park	55
Book Arts (from Typographic)	78
Lodge	46
Montgomery	2
Phoenix	11
Seligman	376
Smith	5

Historical Maps, indexed and filed 25
(processed in Special Collections)

New Acquisitions, uncatalogued 781

A. I. G. A. Fifty Books 50
Barry, Frederick 225
Clark, John M. . . . . .150 ca.
Gellhorn, Walter 30
Incunabula 11
Lodge 6
Longwell 1
Magriel 14
Mathews, H. 9
Meloney . . . . . 250 ca.
Moses, H. 4
Smith, D.E. , ... 31

Deposit Collections, additions to 14
(not included in departmental holdings)

Medical Library deposit 14

Transferred from Special Collections 41

Books Arts to duplicate collections 41

Total recorded holdings - Printed materials - 6/30/63 214,224

New Acquisitions, catalogued 1668
New acquisitions, uncatalogued 781
Transferred from Special Collections 41

Total recorded holdings - Printed materials - 6/30/64 . . . . 216, 632

II - Manuscripts and Manuscript Collections

New acquisitions

Individual manuscripts 139
Book manuscripts 12
Letters and documents 127
Manuscripts Collections . . . . . 18 (ca 21,000 items)
Additions to collections (25) previously rec'd . . . . . (ca.12,000 ")
Authors' manuscripts 4
Oral History Research Office - Memoirs . . . . . .68 v.

Manuscripts Processed

Book manuscripts 12
"X" (processed in Catalog ing Dept). 6
Lodge, Smith, etc. 6
(processed in Special Collections)
Individual letters and documents 189,286
(Processed in Special Collections for 27
Collections, plus Carnegie Endowment)

Total recorded holdings - manuscripts & manuscript collections - 6/30/64

Book manuscripts - 4804
Manuscript Collections - 422
O. H. R. O. - Memoirs - 791 v.

III - Other materials received

1 - Cylinder seal 2370-2230 B.C.
2 - Hand Bookbinding equipment
3 - Tapes (Hungarian Rebellion 1956) - 160 reels
4 - 14 prints and 1 photograph

IV - Number of titles for which catalogue cards have been received ... 2330
(each title has a minimum of four cards)

V - Binding

Number of volumes sent to Commercial bindery 703
" " " received from Commercial bindery 546

Number of volumes sent to local bindery 769
Number of volumes returned from the local bindery 426

VI - Book oiling and repair . . . . . 90 v.
(done in Special Collections)

ANNUAL REPORT
1963 - 1964

1. Development and Maintenance of the Collections

A - Printed Materials

Acquisitions

The collections have been increased this year by the addition of 2449 new volumes (1668 catalogued and 781 uncatalogued).

Among the outstanding gifts were the Speculum Historiale of Vincent of Beauvais, printed in Augsburg, 1474 in three folio volumes, presented by the Friends of the Columbia University Libraries in memory of Helene Gilbert Baer; a book of twelve copper-plate engravings, originally executed by Johann Wiericx about 1590, to illustrate a breviary which was never published. The plates were printed in 1900 by the Plantin-Moretus Museum, the gift of Mr. Paul Magriel; About 200 fine and first editions of English Literature, the gift of Mr. Jack Samuels; Transactions of the Society instituted in the State of New York ... 1792-94, with autograph and copious notes by James Kent, Chancellor of the State of New York, presented by Mr. Lindley Eberstadt. Mr. Harry Friedman continues his benefactions to the Libraries by presenting, among other things, five fifteenth century editions of works by Savanarola, and Mr. and Mrs. William Brown Meloney by presenting a collection of 250 first editions, autographed copies and early printed works.

Some outstanding purchases were made in the classics (Lodge Fund) and in Science and Mathematics (Smith Fund) of titles published in the fifteenth through the nineteenth centuries, as well as examples of modern fine printing.

Cataloging

Cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. Catalogued this

year were 2312 volumes, a decrease of 606 volumes from the 1962/63 figure. This decrease in the number of volumes catalogued has become progressive over the last few years, indicating that increasingly less Cataloging Department time is being allotted to Special Collections. Of the 2312 volumes, 1668 volumes were new acquisitions. Cataloging has been practically at a stand-still on Seligman (except for periodicals), Smith and Lodge collections, increasing the back-log on both the latter collections as new purchases are added. The transfer of the books in the Science Collection to "B" has also been in abeyance, continuing the problems of servicing materials for which we have inadequate records.

25 maps were indexed and filed for the Historical Map Collections.

Total Recorded Holdings - Printed Materials - 6/30/64

The total recorded holdings in printed materials stands at 216,632 volumes as of June 30, 1964, an increase of 2408 volumes over 1962/63. Of these, approximately 61,707 volumes are uncatalogued or in process of transfer from other departments (i.e. Science).

B. Manuscripts

Acquisition

The Department's manuscript holdings have been increased by the addition of 139 individual manuscripts and 18 manuscript collections (ca. 21,000 items). The latter includes the Frederick Barry Papers; the John Maurice Clark Papers, presented by his wife; the Housman correspondence, a purchase; the Garrett Mattingly Papers, presented by his wife; Papers relating to the Westgate Press; the Walter Gellhorn Papers, presented by Professor Gellhorn; the E.V. Lucas-Arnold Bennett correspondence, a purchase, and others. Additions (ca. 12,000 items) were made to collections previously received, including Citizens Union, Erskine, Jay, Donovan, Meloney, Mevins, Ferrero, Hart Crane, Van Doren, R.B. Morris, etc

Among the individual manuscripts received were sixty-one letters (including a number of Henry Laurens) relating to the American Revolution, the gift of Mr & Mrs Alfred Berol; a letter from Alexander Hamilton to Gen. William McPherson 1799, the gift of Dr. Morris Saffron; a group of twelve letters from Aaron Burr to Timothy Green, a purchase. Also acquired were a number of manuscript books including William Stukeley's Historia Coelestis ... 1746; Agnolo Bardi's Istorie Senesi... 18th century; Menardus - A Treatise on the Books of the Bible ... 15th century and a 16th century treatise on astrology, written in English. The Authors' Manuscripts Collection was increased by four gifts from Mrs. Henry Beston (Elizabeth Coatsworth), Richard Hofstadter, Frits Peters and Herman Wouk.

The Oral History Research Office filed 47 memoirs in 1963/64 including those of Chester Bowles, Constance Winchell, Henry Cowell, L. C. Goodrich, the Hart Crane Project, the Dag Hammarskjold Project and William L. Laurence.

Other materials added to the collections include a fine binding by Roger Payne, red morocco stamped in gilt and in blind, on a 1538 edition of Aristophanes; Equipment for the hand binding of books, the gift of Marian Holden; a Cylinder seal of about 2370-2230 B. C., the gift of Dr. Dallas Pratt and Aubrey Cartwright; 160 tapes of the Hungarian Rebellion in 1956, through the good offices of Mr. David Crozier.

Cataloging

189,286 letters and documents were processed for 28 collections. This figure includes the 125,909 items as final figure for the Carnegie Endowment files, the processing of which was completed in September 1963. Other collections include Housman, Westgate Press Papers, Spanish Refugee Papers, Citizens Union Papers, Gay-Otis Family Papers, Crampton, Harlan F. Stone Papers, Lucas-Bennett correspondence, Medical Deposit manuscripts, J. F. Powys correspondence, as well as additions to eighteen collections already processed. It does not include collections which are in the process of

sorting and filing but not yet completed such as the Butler Papers, D. E. Smith correspondence, the Rank-Freud correspondence, etc.

Twelve book manuscripts were processed, six received in the regular routine from the Cataloging Department and six processed in Special Collections.

Cataloging of manuscripts has increased greatly this year even when the figure for the Carnegie Endowment files has been subtracted from the overall total (1962/63 - 5733) 1963/64 - 64286) and marks the completion of the processing of three large collections of papers, the Gay-Otis Family (ca 10,650), the CitizensUnion Files (ca 47,100) and the Spanish Refugee Collection (ca 86,200)

Total Recorded Holdings in manuscript materials stands as follow:

Manuscript Collections	422
Book Manuscripts	4804
O.H.R.O. Memoirs	791 v.
Masters' Essays	4055 v.
Cuneiform Tablets	502 ca.

C. Binding

The problem of re-binding books and of the repair of leather bindings is a perennial one with the work needed to be done always in excess of the funds and staff time which can be allotted to part of the care of the collections. However 1963/64 has seen an increase in the number of volumes sent to the commercial binders (1962/63 - 549) 1963/64 - 703). Of the 703 volumes, 80 volumes were Masters' Essays. 546 volumes of this total, including the Masters' Essays, have been completed. 426 volumes out of the 769 sent to the local bindery for repair or board portfolio have been completed.

One of Special Collections great needs is for space, staff and equipment to perform certain of the binding operations within the Department.

84 leather bindings were oiled and polished, mostly of new acquisitions. This is an infinitesimal number of what should be done - an activity which should be carried on constantly through the collections.

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1963/64

artment: Special Collec. Reported by: _____ Date: _____

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS	214,224	2449	41	216,632
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXX
College Catalogs				
Maps and charts in cases	780cm.			780cm.
Music scores				
Newspapers				
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				
(Booklets, Brochures) "Accessible," but uncataloged (types normally cataloged, not listed above)	11,300cm. 61,570cm.	50cm. 781	644	11,350cm. 61,707cm.
Deposit material	28601c.	14		28714c.

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
MANUSCRIPTS				
Reports for bachelor's degrees	384 v.			384 v.
Master's essays	3975 v.	50 v.		4025 v.
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music	4 boxes 37 v.			
Books, letters, diaries, etc.	4792 v.	12		4804
Other (please specify)				
Ms. collec.	404	18		422
Cones from Tablets	500 cm			500 cm
Papyrus	717			717
MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm	535 reels	35 reels		570 reels
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films	5 reels			5 reels
Phonograph records	352 ea			352 ea
Slides				
Tape recordings (spool, reel)	165 reels	160		325 reels
Other (please specify)				
5. OTHER MATERIALS				
Broadsides	2000 ea			2000 ea
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1,169 ea	25		1194
Memoirs (Oral History)	723 v.	68 v.		791 v.
Memorabilia				
Newspaper Clipping File				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	5 file drawers			5 file dr.
Tests				
Other (please specify)				
Pictures	717			717
Ephemera	159			159
Archival	500 ea			500 ea

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Special Collections Year 1963-1964

Month	General Circulating Material	Restricted Circulating Material +	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July		714	1. Bks.: 1,057 2. Mss.: 3,394		4,451	0
August		308	1. Bks.: 729 2. Mss.: 4,587		5,316 4,586	0
September		690	1. Bks.: 409 2. Mss.: 2,965		3,374	0
October		306	1. Bks. : 968 2. Mss.: 2,504		3,473	0
November		162	1. Bks. : 897 2. Mss.: 3,183		4,080	5
December		260	1. Bks. : 1,153 2. Mss. : 1,532		2,685	0
January		226	1. Bks. : 913 2. Mss. : 969		1,882	0
February		188	1. Bks. : 745 2. Mss. : 1,441		2, 186	4
March		234	1. Bks. : 951 2. Mss. : 1,246		2, 197	1
April		648	1. Bks. : 984 2. Mss.: 2,188		3,172	0
May		217	1. Bks. : 691 2. Mss. : 1,114		1,805	2
June		357	1. Bks.: 567 2. Mss.: 1,499		2,066	2
TOTAL (Final)		4,129	Bks: 10,064 Mss: 26,611		36,695 50,815	14

C5(962)5C

ANNUAL REPORT

Department of Special Collections

1 July 1963 - 30 June 1964

PART II: GENERAL SURVEY OF THE YEAR

A. Development and Maintenance of the Collections

A-1: Purchases

For some time past it has been our practice to list in the "Notable Purchases" section of Columbia Library Columns the more significant items acquired by the use of budgeted funds. This eliminates the need for great detail here. Some mention should be made, however, of at least a few of the acquisitions.

The most ancient item is a Mesopotamian cylinder seal of the Akkad period (ca. 2370-2230 B.C.), acquired by means of a special gift to the Friends' Book Fund. This seal is discussed at length by Professor Porada in the February issue of Library Columns. Three early book manuscripts were acquired -- a work on the Books of the Bible, 1493; Virgil's Georgics and Aeneid, 15th century; and a manual of astrology in English, 1560. More than fifty later manuscripts (letters, book manuscripts, and documents) were purchased on various special funds.

Of particular note are 13 fifteenth-century printed books, all purchased on gift or endowed accounts with the exception of five Savonarola polemical pamphlets acquired with funds presented for the purpose. The key incunabulum is the 1474 Speculum Historiale by Vincent of Beauvais, bought on the Friends' Book account as a memorial to the late Helene Gilbert Baer. A note on this important acquisition may be found in the May issue of Library Columns.

Finally, four English books of the Pollard and Redgrave period were purchased, of which the first editions of Chapman's Homer (1611 Iliad and 1615 Odyssey) are prideful additions to the Lodge Collection.

In all, $28,153.15 of budgeted funds were expended for Special Collections materials -- books, manuscripts, collections, and assorted services such as appraisals and photocopy (see Table I). With these funds, 279 printed books, 56

individual manuscripts, and 7 collections were acquired. This does not, of course, include substantial numbers of works purchased on general funds that, after their arrival have been designated for Special Collections.

Table I: Purchases 1963-64

Fund	Books	Mss.	Collections	Appraisals	Misc.	Total
General 293	31 $ 1,388.85	3 $ 295.00	1 $ 85.00	1 $ 125.00		$ 1,893.85
Bancroft 400 4-	123 2,875.90	46 3,002.00	5 911.00	11 1,550.00	3 (photo copy etc.) 175.00	8,513.90
Epstean 429	1 400.00					400.00
Smith 482	26 3,710.50	4 819.50				4,530.00
Ulmann 484	10 678.00					678.00
Lodge 497	73 7,125.00	1 300.00				7,425.00
Halsband 532						
Friends 533	4 2,600.00	2 600.00				3,200.00
Coykendall 558			1 250.00			250.00
Lamont 576						
Thorndike 588	8 1,210.00					1,210.00
Non-Spec Coll 115 351 etc.	3 52.40					52.40
TOTALS	279 $ 20,040.65	56 $ 5,016.50	7 $ 1,246.00	12 $ 1,675.00	3 $ 175.00	$ 28,153.15

A-2: Gifts.

For the third successive year, gifts of materials destined for Special Collections (including Columbiana) have passed the mark of $100,000 in appraisal or estimated value. This year the Totals were 77 individual donors presenting books and manuscripts valued at $125,989.50, bringing the cumulative total for the past five years to well over the half-million mark.

Each of the past year's gifts has been -- or will be -- discussed at suitable length in "Our Growing Collections" in Columbia Library Columns, but a few should be further specified here:

The Alfred C. Berol gift of 61 letters and documents relating to American Revolutionary figures, and including the famous "manumission letter" of Henry Laurens to his son, John, 14 August 1776.

The John Maurice Clark Papers, presented by Mrs. Clark, comprising books, manuscripts, notes, and correspondence.

Dr. E. I. Fjeld's gift of the Frederick Barry Collection -- notes, manuscripts, and books.

Mr. David Grozier's gift of tapes, index, and guide to the tapes of speeches, announcements and reports from Hungary during the rebellion of 1956.

The V. K. Wellington Koo Papers on politics and international relations, including Dr. Koo's personal diaries.

The Mexican Communist Party archive, comprising some 6,000 documents, memoranda, etc., seized by the Mexican government in 1959, and presented in xerox copies to Columbia University by the 20th Century Fund.

The Guglielmo Ferrero correspondence, 1893-1911, presented by his daughter, Mrs. Bogdan Raditsa.

The Leah Salisbury Papers, presented by Mrs. Salisbury. The papers, from the files of a prominent New York literary agency, include manuscripts and correspondence by important literary figures.

Additions to the Van Doren Papers, including letters and manuscripts of Robert Frost, Ezra Pound, and others.

Table II: Gifts to Special Collections, 1939-1964

	Donors	Value	Av. individual gift
1939-1949 (10 yrs.)	164	$ 195,686.00	$1,193.00
1949-1959 (10 yrs.)	493	362,684.32	736.00
1959-1964 (5 yrs.)	354	584,231.15	1,650.00
25 yr. totals	1,011	$1,142,601.47	$1,130.00
	Annual Figures, past 5 years		
1959-60	64	$ 97,533.35	$1,524.00
1960-1	59	77,704.90	1,317.00
1961-2	77	168,507.90	2,188.00
1962-3	76	114,495.50	1,507.00
1963-4	78	125,989.50	1,615.00
	354	$584,231.15	$1,650.00

It is worth noting, in weighing the importance of the materials that have been received by gift, that well above 90% ($115,027) of the total money value is represented by manuscripts, usually of the sort that Columbia otherwise would have neither the opportunity nor the resources to acquire. Less than 5% ($4,304.50) is represented by printed materials, the balance being memorabilia (Columbiana) and non-literary items ($6,658).

Our accessions by gift, then, constitute the primary factor in Columbia's increasing reputation as a manuscripts repository -- and they have, in fact, over the past decade brought us to a status that we would have been quite unable to achieve if we had had to rely on budgetary resources alone.

A-3: Status of the Collections.

The total recorded holdings in printed materials now stands at 216,632 volumes, an increase of 2,408 over last year. Since purchases account for hardly more than 10% of that number, it is apparent that most of our new books come by gift or by transfer from other divisions of the Libraries.

The total number of book manuscripts now stands at 4,804, an increase of 12 over last year. Manuscript collections number 422, an increase of 18 over the revised count for last year. [In addition, 10 manuscript collections remain in Columbiana -- faculty reports, etc.) Moreover, 129 individual letters and documents were added from various sources; these have been interfiled into various relevant collections.

Binding and repair. Miss Bonnell reports: "The problem of re-binding books and the repair of leather bindings is a perennial one, with the work needed to be done always in excess of funds and staff time which can be allotted [to the work]. However, 1963/4 has seen a substantial increase in the number of volumes sent to commercial binders (703 as against 549). Of the 703, 80 volumes were Masters' Essays.... 84 leather bindings were oiled and polished by the Department staff. This is an infinitesimal part of what should be done."

Not included in the above totals are 521 volumes of Carnegie Endowment Papers which were rebound at the request and expense of the Endowment. The work was completed on June 18.

B. Bibliographical Controls

B-1: Printed Books.

Miss Bonnell reports as follows in this connection: "Cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. Cataloged this year were 2,312 volumes, a decrease of 606 over the preceding year. This decrease in the number of volumes cataloged has become progressive over the last few years, indicating that less and less Cataloging Department time is being allotted to Special Collections. Of the 2,312 volumes mentioned as this year's accomplishment, 1,668 were new acquisitions. Cataloging has been at a virtual standstill in the Seligman (except for periodicals), Smith, Book Arts, and Lodge collections, in the face of a growing back-log as new purchases are added. The transfer of the books in the Science Collection to "B" has also been in abeyance [although the books are shelved in Special Collections], continuing the problems of servicing materials for which we have inadequate records." It should be noted for the record that we now have a back-log of more than 61,000 uncataloged books, or books in the process of being transferred from other departments.

B-2: Manuscripts.

For a number of years we have reported modest progress in the cataloging of manuscript collections, always with the mention of certain large files that were "in process", but for which no figures were given because the work had not reached a point where this would be possible. This year, however, has seen the completion of a number of large projects, and consequently our report records a rather staggering total of manuscripts cataloged.

Nearly 300,000 letters and documents in 28 collections have been added to our "processed" resources this year. Included are: Carnegie Endowment files (125,286 pieces -- there are another 250,000 in the bound series, already cataloged); Spanish Refugee Papers (86,000 pieces); Citizens Union Papers (47,100 pieces);

Harlan Stone Papers (15,000 pieces); Gay-Otis Family Papers (10,650 pieces), Political Science Quarterly Papers (5,200 pieces); Civic Legislative League (3,000 pieces); Medical Library Deposit (1,335 pieces -- full cataloging); and a number of small collections.

In addition, work is in progress for several additional large collections: the Charlemagne Tower Papers; the Butler Papers;, D. E. Smith professional and historical correspondence; the Otto Rank Papers; the Vanderlip Papers. A number of collections -- some new, some old -- have not yet been touched: Institute of Pacific Relations; Chandler Papers; Henry Parker Willis papers on the Federal Reserve; the Gildersleeve Papers; the Leah Salisbury Papers; etc.

It is only fair to say that in many of the above instances "processing" merely means surveying the collections for important items, establishing a reasonable organization of the file, dividing it into manageable units in folders and boxes, and compiling a list or resume. For some collections this is all we contemplate; for others (e.g., the Butler Papers) we may later undertake more detailed cataloging. Our principal objective now is to establish at least a workable system of controls for the vast collection of "papers" which we must administer and service to readers.

C. Reference and Circulation Service

C-1: Use of the Collections.

Last year we noted that, beginning with 1961-2, there had been a marked increase in the number of manuscript pieces used by readers. The level was maintained in 1962-3, but when this was reported we were met with the comment that perhaps the high level of use could be accounted for, at least in part, by the use of more precise recording methods. We had no reply for that comment, because it is a fact that as cataloging has progressed we are able to record use figures with much greater accuracy. But this year we are better prepared, for no change has been made in our recording procedures, while manuscript use has skyrocketed.

Table III: Use of Special Collections Materials

	Reader Visits	Books Used	Mss. Used	Total Use
1959-60	6,370	10,488	3,825	14,313
1960-1	5,876	9,629	5,108	14,737
1961-2	5,169	10,114	13,211	23,825
1962-3	6,289	9,614	11,927	21,541
1963-4	6,044	10,064	26,622	36,686

A substantial portion of the year's manuscript use occurred during the three summer months. Even so, for the remaining nine months such use was more than 50% higher than the average monthly use of the preceding year.

The impact of this increased use is best revealed by a study of the following report by Mr. Lohf, Readers Services Librarian:

"It is with mixed emotions that we report on reference and circulation service this year. Although the number of readers' visits varied but slightly from past records, and the use of books showed only a slight gain over the preceding year (and has, in fact, remained fairly stable during the past five-year period)

manuscript use, on the other hand, has increased sharply, and this past year has recorded a dramatic one hundred and twenty percent increase over 1962/63. The statistics on manuscript and book use for the past five years are given in Table III, above.

"Since book use has remained relatively constant near the ten thousand level, this category offers no pressing problems in servicing except with uncataloged materials. Our book cataloging arrearages continue to mount yearly (as covered elsewhere in this report), and the number of cataloging department hours devoted to Special Collections books continue to decrease. Uncataloged materials, whether books or manuscripts, represent a serious deterrent to research. It is hoped that, in the near future, we might have at least one full-time cataloger responsible for Special Collections books. This would surely be a minimum requirement for a division whose book stock now approaches a quarter of a million volumes and whose arrearages now number over 60,000 volumes.

"It is, however, in the area of manuscript use that our facilities and staff are seriously taxed. Because of their unique format and value, manuscripts cannot be serviced with the same routines as books. The processes of handling and servicing them are largely the responsibility of the professional librarians on the staff.

"Manuscript cataloging is necessarily less complete, there is virtually no approach by subject, and much manuscript material is unprocessed and will remain so (current estimates credit the department with housing a million pieces of manuscript but we incline to the belief that the true total is far in excess of that figure); consequently, the work of manuscript users requires far more reference assistance than that relating to book use, and this service has proved to be a demanding one for the Readers Service and Reference Librarians and the Reading Room staff, especially during the peak periods of use during the year (July-August, November-December, and March-April).

"Use of manuscripts requires far more security surveillance because of a manuscript's unique qualities, and a Reading Room filled concurrently with book and manuscript users makes this an exceedingly complicated task. Further, the shelving arrangements necessitated by our present quarters places most of the manuscript collections two floors above the Reading Room on stack 14, and the matter of house-keeping (i.e., shelving, carrying, filing, etc.) becomes more time-consuming and burdensome as manuscript use increases. In fact, at times of peak use, it is nearly impossible to keep abreast of readers' requests, reference questions, and these matters of house-keeping. It is only because of the devotion and skill of present staff members that we are able to maintain what we believe to be a high level of service.

"The inescapable evaluations of these remarks point to the need for improved and enlarged facilities particularly in the area of manuscript processing and servicing. This may require a separate reading room, but most certainly a separate reading area and reference staff in any future facilities which are being planned for Special Collections.

"Manuscript materials are costly to maintain and service in terms of the time and skill of the librarians in charge of such activity, and demands for the use of manuscripts by scholars (as well as for the acquisition of additional collections) will most certainly increase as the rate of research continues to mount at this university and other institutions in this country and abroad from which many of our readers come to take advantage of our unique holdings. But if Columbia University is to maintain its standing as an important archive of historical and literary materials, a heightened attention to its problems and a sympathetic planning for its growth must be an important part of the Libraries' development."

D. Operations & Administration

D-1: Exhibitions.

There were six major exhibitions on display in the third-floor exhibit area in Butler during the year. Two of these were important but of limited duration -- "George Santayana, 1863-1952", celebrating the centennial of his birth (Nov. 4-Dec. 17), and "A Visit from St. Nicholas", featuring books, prints, etc., largely drawn from the private collection of Mrs. Sherman Post Haight (Dec. 17-Jan. 15).

"Columbia's Finest Books and Manuscripts" (June 15-Oct. 28) was held on view for a longer than usual period in order that it could be seen and enjoyed by the visiting group of English librarians.

"The Blue and the Gray" (Jan. 15-March 31) was Columbia's contribution to the centenary commemoration of the Civil War.

"Shakespeare: 1564-1964" (April 1-May 27) celebrated the 400th anniversary of Shakespeare's birth.

"Seven Decades of Scholarly Publishing" (May 27___) was installed by members of the staff of the C. U. Press, to celebrate the 70th anniversary of the origin of the Press. It will remain on view during the summer session.

A special showing of about twenty items of very special interest were put on display in the Columbiana Room (Low Library) on the occasion of the visit of the Grolier Club and its guests on May 17.

D-2: Staff.

The Department has been blessed by having a devoted and dedicated staff during a rather trying year, maintaining service to readers at an unprecedented pace while getting on with the work of organizing manuscript collections and other necessary duties with astonishing accomplishment. Miss Alice Bonnell took a six-months leave of absence (Nov. 1-Apr. 30), which concentrated much responsibility on the shoulders of Mr. Lohf and Mr. Crystal. Miss Carlson in Columbiana carried the full load there, with the help of increased page service. Miss Rada

Milentijevic served from December 18 to May 14, being first assigned to completing the Medical Manuscripts (1,335 items, full cataloging), then taking up the work of preliminary sorting of the Butler Papers, which she left uncompleted.

As the report year ends, we must express our deep regret at the retirement of Mr. Lev Magerovsky, Curator of the Russian Archive, from full-time service. Mr. Magerovsky has served for thirteen years -- since July 1, 1951 -- and understands better than anyone else on the Library staff the delicate machinery by which the Archive operates. We are fortunate to have had him, and to have been able to persuade him to serve as a part-time Curator (30 hours weekly) for the coming year.

III. SPECIAL PROBLEMS

There is little new in the way of "special problems" to be added to those physical ones which were particularized in our 1962-3 annual report -- all of which remain precisely in statu quo. No amelioration has been achieved of our crowded reading-room quarters, of our disadvantageous office facilities, of our problems with dust and ineffective "air conditioning" in the stack, of the ever-present danger of fire, or of our long out-dated "key security" against the hazards of theft.

All of these matters, of course, are scheduled for remedy when new quarters are provided for Special Collections -- but that, according to rumor, is fully two years in the future. When we stated the problems a year ago, we did so more for the record than to stimulate immediate action, because the expectancy then was that we would be well along toward the provision of our new quarters by this time. Since it now appears that our situation may not be changed for a considerable period, the undersigned proposes to put some of the most crucial needs (e.g., fluorescent lights in the stack work areas, and window air-conditioners for office rooms 801 and 803) onto action papers.

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Appended to this report are separate ones for Columbiana (Miss Alice H. Bonnell, Curator), the Russian Archive (Mr. Lev Magerovsky, Curator-Archivist), and the Boulton Collection (report prepared by Mr. Hugh O'Neill from data provided by Mrs. Barbara Korngold).

Respectfully submitted,

Roland Baughman
Head of Special Collections

RB:AQC

REFERENCE LETTERS

July 1, 1963 - June 30, 1964

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EXHIBITIONS
July 1, 1963 - June 30, 1964

COLUMBIA'S FINEST BOOKS AND MANUSCRIPTS.
Butler Library, 3rd Floor. June 15, 1963 - October 28, 1963.

GEORGE SANTAYANA, 1863-1952
Butler Library, 3rd Floor. November 4, 1963 - December 17, 1963.

A VISIT FROM ST. NICHOLAS
Butler Library, 3rd Floor. December 17, 1963 - January 15, 1964.

THE BLUE AND THE GRAY
Butler Library, 3rd Floor. January 15, 1964 - March 31, 1964.

SHAKESPEARE: 1564-1964
Butler Library, 3rd Floor. April 1 - May 27, 1964.

GROLIER EXHIBITION
Low Memorial Library, Columbiana. May 17, 1964.

SEVEN DECADES OF SCHOLARLY PUBLISHING. THE COLUMBIA UNIVERSITY PRESS 1894-1964.
Butler Library, 3rd Floor. May 27, 1964 -

Table I: Purchases 1963-64

Fund	Books	Mss.	Collections	Appraisals	Misc.	Total
General 293	31 1,388.85	3 295.00	1 85.00	1 125.00		1,893.85
Bancroft 400 4-	123 2,875.90	46 3,002.00	5 911.00	11 1,550.00	3 (photo copy etc.) 175.00	8,513.90
Epstean 429	1 400.00					400.00
Smith 482	26 3,710.50	4 819.50				4,530.00
Ulmann 484	10 678.00					678.00
Lodge 497	73 7,125.00	1 300.00				7,425.00
Halsband 532						
Friends 533	4 2,600.00	2 600.00				3,200.00
Coykendall 558			1 250.00			250.00
Lamont, [illegible]. 576						[illegible]
Thorndike 588	8 1,210.00					1,210.00
Non-Spec. Coll. 115 351 etc.	3 52.40					52.40
TOTALS	279 20,040.65	56 5,016.50	7 1,246.00	12 1,675.00	3 175.00	28,153.15